

UTAH DEPARTMENT OF TRANSPORTATION

REQUEST FOR QUALIFICATIONS

**UDOT'S
RIGHT OF WAY
NEW
APPRAISAL SERVICES
&
LOCAL GOVERNMENT POOL**

FOR IDIQ CONTRACTS/AGREEMENTS UNDER \$250,000
(Start to Completion)

FEBRUARY 1, 2004 - JUNE 30, 2005

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RFQ SUMMARY

1. RFQ Project: UDOT'S Right of Way **Appraisal Services** & Local Government Pool is for IDIQ Agreements/Contracts Under \$250,000 in the following areas:

- Complex Appraisal Services
- Appraisal Review Services
- Residential Appraisal Services

2. Location: Statewide Work.

3. Agreements/Contracts: The Department reserves the right in the future to change the way Right of Way Agreements are done with qualified Consultants. A new contracting system may be implemented during this Pool Period within the Right of Way work unit. Consultants will be required to conform to all changes.

4. Sources of Funding: Federal, Local, State or Other. Consultants must comply with all funding and project regulations.

5. RFQ Administrator: **Marie D. Walton**, Consultant Services Manager, Utah Department of Transportation, 4501 South 2700 West, Box 148490, Salt Lake City, Utah 84114-8490, Telephone (801) 965-4427, Fax (801) 965-4796, E-mail mariewalton@utah.gov.

6. Project Administrator: **Lyle McMillan**, Director, Right of Way and Property Management, Utah Department of Transportation. Box 148420, 4501 South 2700 West, Salt Lake City, Utah 84114-8420, Telephone (801) 965-4331, E-mail lmcmillan@utah.gov.

7. Statements of Qualifications Submittal Questions: **Karen Stein**, ROW Team Leader, (801) 965-4057, E-mail kstein@utah.gov or **Lamar Mabey**, ROW Team Leader, (801) 965-4238, E-mail lmabey@utah.gov.

8. RFQ Advertisement Publication Dates: Saturday, December 6, 13, 20, and 27, 2003.

9. RFQ Award Internet Notification: February 2, 2004.

10. New Pool Period: February 1, 2004 through June 30, 2005.

11. UDOT's "Selection Team" Meeting: Tuesday, January 27, 2004.

12. Statements of Qualifications Due: **Monday, January 5, 2004 (before 11:00 a.m.)**.

Note: Any Statements of Qualifications not received by Consultant Services before the 11:00 a.m. deadline will not be accepted for review by the Pool Selection Team Members. It is the Consultant's responsibility to make sure that Consultant Services receives all copies of Statements of Qualifications being submitted before the submittal deadline.

- 13. Consultant Services Updates** - It is the responsibility of the Consultant (**Firms or Individuals**) to become a "Subscriber" to all Consultant Services Updates, Project Notifications, and other Department Information which can be found at the following UDOT/Consultant Services website location: <http://www2.udot.utah.gov/index.php?m=c&tid=548&type=1&item=2048&d=full> . Please contact Marie Walton at (801) 965-4427 if you have problems or concerns.

- 14. Reimbursement:** UDOT will not pay per diem for out-of-state or in-state travel-related expenses that are not pre-approved and pre-negotiated by the Right of Way Project Manager. Consultants will be required to comply with FAR regulations and any Department contracting requirements regarding payments. **UDOT will also not pay for any work done outside of an executed Right Of Way Contract/Agreement. Phone communication does not authorize selected Consultants to begin work.**

- 15. Additional Information:** UDOT and Local Government Authorities reserve the right to ask Consultants to submit additional qualification information or possibly attend an interview prior to final Consultant project selection.

Note: Selected Firms will be required to provide Right of Way documentation of qualifications for all new employees who shall be working on Department projects. This documentation must be received and approved in writing by Right of Way prior to work done by new firm employees.

- 16. Financial Screening Requirements:** The Department reserves the right to Financial Screen selected (Firms and Individuals). This new process will guarantee UDOT and/or Local Governments an ownership rate, per acquisition rate, approved hourly rate, or a not to exceed rate that shall be used by all selected Firms/Individuals who receive a project. The rate will be used for the duration of the Agreement/Contract Period. Any variation of the rate may result in non-payment of services rendered by the Consultant.